



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchard, California Corporations Commissioner

Dale E. Bonner, Agency Secretary

Release Date: April 1, 2009

CLASSIFICATION: **ASSOCIATE ADMINISTRATIVE ANALYST – ACCOUNTING SYSTEMS**
1 Position – Permanent/Full Time

FINAL FILING DATE: **April 22, 2009**

SALARY: \$4619- \$5616 per month

POSITION LOCATION: OMB, Accounting Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES: Under general direction from the Accounting Administrator I (Supervisor), manages the department's CALSTARS accounting system. Duties include: Perform daily system reconciliations; orders routine reports; designs and provides Monarch and Access reports; maintains report files; prepares monthly processing schedules and coordinates input of data and error correction; performs review and analysis of reports to ensure correction of data. Conducts table maintenance; assists accounting staff with year-end statements and system usage; assists in application of financial data and information to budget and management problems. Assists in revenue and expenditure forecasting, and analysis of cash flow and special fund balances. Coordinates automated Lotus Payroll Time Reporting System month end processes with CALSTARS, uploads/downloads timesheet hours and activities from CALSTARS, and archives monthly timesheet hours and activities reports. Maintains, updates and revises the department's CALSTARS automated accounting system. Recommends to management solutions to accounting and fiscal problems.

DESIRABLE QUALIFICATIONS

- ◆ Ability to adjust to shifting priorities to meet deadlines.
- ◆ Ability to work independently.
- ◆ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ◆ Must provide courteous and reliable service.
- ◆ Dependable with good attendance record.
- ◆ Willingness to work overtime when necessary.
- ◆ Good communication skills.
- ◆ Proficient in MS Excel, MS Word, and CalStars

WHO MAY APPLY– State Employees currently at the Associate Administrative Analyst (AS) level, those within transfer range or who have list eligibility and are reachable (in the top three ranks), and State employees with surplus or SROA status in this classification are encouraged to apply. For further technical information regarding the position, please contact Primo Siador at (916) 324-6624.

WHERE TO APPLY – Please reference RPA# 08-OMB0027 under the job title of the State application (Std 678). Applications without an RPA # may not be considered. Please mail your State application and resume to:

Department of Corporations
Attention: Human Resources Office
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-6351

Or

E-mail your application and resume to careers@corp.ca.gov.

RPA#08-OMB0027

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.